



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FOOD SERVICES WORKER

Class No. 006415

■ CLASSIFICATION PURPOSE

Under immediate supervision, to perform unskilled work maintaining the cleanliness and orderliness of a kitchen and assisting Cooks; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Food Services Worker is an entry-level classification primarily responsible for cleaning kitchens and performing simple cookery functions. Positions in this class are allocated to the Sheriff's Department and the Health and Human Services Agency. This class is distinguished from the next higher level, Cook, in that the latter is responsible for preparing and serving food to inmates, patients, residents, and staff assigned to a County facility.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Assists Cooks and Senior Cooks in preparing and serving meals to inmates, patients, residents, and staff.
2. Ensures that serving trays are properly filled and correctly labeled.
3. Cleans and prepares vegetables and fruits for cooking.
4. Washes pots, pans and dishes, and stores clean dishes.
5. Cleans food preparation and kitchen equipment such as refrigerators, freezers, ice machines, dishwashers, carts, shelves, tables, and storage areas.
6. Sweeps and mops floors in kitchens and storage areas.
7. Cleans and sets up dining rooms.
8. Checks delivered items for accuracy and completeness in accordance with correct specifications, and places delivered items into appropriate storage locations.
9. Stocks and re-stocks food supplies, kitchen equipment, and other items by lifting, carrying, and placing bags of food on to conveyor belts.
10. Loads and unloads food carts to deliver food and drinks.
11. Reads and follows recipes to prepare food and drinks.
12. Makes minor adjustments to food preparation and kitchen equipment as needed.
13. Assembles tray contents according to instruction to accommodate special diets for inmates, patients, residents, and staff as necessary.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Safety practices as applied to food preparation and use of kitchen and cleaning equipment.

- Practices and methods used to clean and sanitize kitchen equipment.
- Basic techniques used to prepare and serve meals, snacks, and nourishments.
- Basic arithmetic.
- Special diets pertaining to inmates, patients, and residents when preparing food trays and serving meals.

#### Skills and Abilities to:

- Use food preparation equipment, kitchen equipment, cleaning equipment, solvents, and cleaning agents in a safe and efficient manner.
- Ensure that immediate and surrounding work areas are safe and free of actual or potential hazards.
- Pay close attention to detail when preparing food trays, reading and following instructions on labels and recipes, and serving the correct meals and modified diets to inmates, patients, and residents according to specifications.
- Understand and follow written and verbal instructions from kitchen personnel.
- Complete work in a timely and efficient manner while dealing with frequent interruptions and changes to tasks and priorities.
- Establish effective working relationships with supervisors, employees, inmates, patients, residents, and representatives of outside agencies representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, inmates, patients, and residents with courtesy and respect.
- Communicate effectively verbally when speaking to individuals.
- Communicate effectively in writing when documenting food temperatures and problems with food preparation and kitchen equipment, and maintaining records.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. One (1) year of full time experience performing food services work for a company, agency, or organization. Domestic cooking or cleaning in one's own residence is not considered qualifying.
2. The completion of a college-level course in Quantity Cookery or Therapeutic Diets substitutes for six (6) months of the experience listed above.

**Note:** For positions assigned to the Health and Human Services Agency, (6) months of full time experience in a hospital or a health care setting substitutes for the experience listed above.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Constant: standing, walking, bending, stooping, squatting, twisting of waist and neck, use of physical strength and agility, repetitive use of both hands, simple and power grasping, pushing and pulling, reaching above and below shoulders, lifting and carrying items weighing up to 25 pounds, and lifting and carrying bags of food, weighing approximately 16 pounds, by placing such bags over the shoulders and placing such bags on to conveyor belts. Frequent: lifting and carrying items up to 50 pounds. Occasional: sitting and lifting of items weighing up to 75 pounds and carrying items for a distance from 50 to 150 feet.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

The successful completion of an authorized food handler-training course or a certified food safety and sanitation course is desirable at the time of application.

##### Working Conditions

Work primarily takes place in a kitchen environment within a locked detention center, hospital, or other County facility. Incumbents are exposed to kitchen equipment and machinery, sharp objects, hot surfaces, cold enclosed areas, biohazards, dust, gas, fumes, and extreme temperatures in indoor and outdoor environments. Incumbents are required to work shifts including evenings, weekends, and holidays. Incumbents will have frequent interaction with inmates, patients, and residents who may be unreasonable,

uncooperative, upset, violent, hostile, afflicted with mental illnesses, or infected with contagious diseases. Incumbents may be required to wear protective clothing and equipment such as hard-toe shoes to protect feet from dropped equipment or cans of food; incumbents may also be required to wear respirators or filters when exposed to inmates or patients who are infected with contagious diseases.

#### Background Investigation

Employees assigned to HHSA must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Employees assigned to the Sheriff's Department must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a polygraph examination.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of six months (Civil Service Rule 4.2.5).

**New: July 1, 1964**  
**Revised: Spring 2003**  
**Revised: April 19, 2004**  
**Revised: March 31, 2006**